

YAYASAN PETRONAS APPLICATION FORM

REQUEST FOR PROPOSAL (RFP)

ONE MILLION TREES PROGRAMME

Please fill out all sections and provide a scanned copy of the requested documents when you submit this Application Form. All questions are mandatory to be answered.

SECTION 1

Applicant Details

Name of Organisation			
Registration No.	<i>ROS or ROC (SSM)</i>		
Type of Organisation	<input type="checkbox"/> Profit Company <input type="checkbox"/> Not-For-Profit <input type="checkbox"/> NGO <input type="checkbox"/> Foundation <input type="checkbox"/> Academic Institution <input type="checkbox"/> Social Enterprise <input type="checkbox"/> Other		
Date of Establishment		Website	
Telephone		E-mail	
Mailing Address			
Contact Person	<i>Full Name</i>		
Designation			
Mobile		E-mail	
Has your organisation received any grants/projects from Yayasan PETRONAS or other organisations under PETRONAS Group of Companies or its subsidiaries? <input type="checkbox"/> Yes (if yes, please provide details in Table A) <input type="checkbox"/> No			
Has your organisation received any grants/projects from the government or other organisation(s)? <input type="checkbox"/> Yes (if yes, please provide details in Table A) <input type="checkbox"/> No			

Table A: List all ongoing/ completed grants/projects below.			
Client	Grant/ Project Amount (RM)	Title of Grant/Project	Period

**You may include a separate attachment if there is insufficient space*

SECTION 2

Project Details & Description

YP is looking for implementation partner(s) for One Million Trees Programme which includes the planning stage, implementation with the local communities and volunteers' stage, maintenance and monitoring stage directly for 5 years (2023-2027). The objectives of the programme are as follows:

1. To plant at least 1,000,000 native trees throughout Malaysia by the end of 2027.
2. To elevate the livelihood of at least 1,000 individuals from the B40 communities (programme beneficiaries) near project sites via direct programme involvement.
3. To gain at least 500 active Yayasan PETRONAS supporters through volunteering opportunities.

The summary of the scope of work is as follows and will be elaborated in Request for Proposal (RFP) which will be sent to the eligible applicants via email. Kindly fill in your available scope below:

Stage	Scope of Work	Applicant Capacity and Capability
Planning	<ol style="list-style-type: none"> 1. Conduct site assessment. 2. Identify and engage with the local communities. 3. Obtain approval from local authorities. 4. Baseline study. 	<p><i>Please answer Yes/No.</i></p> <p><i>If no, please justify.</i></p>
Implementation	<ol style="list-style-type: none"> 1. Seedlings preparation and nursery development. 2. Site preparation. 3. Planting activities. 4. Conduct a Communication, Education and Public Awareness (CEPA) Programme with local communities. 5. Volunteer's event management. 	<p><i>Please answer Yes/No.</i></p> <p><i>If no, please justify.</i></p>
Maintenance	<ol style="list-style-type: none"> 1. Monitor local communities' involvement. 2. Maintenance works will begin within 2 months after planting until the end of the project. 	<p><i>Please answer Yes/No.</i></p> <p><i>If no, please justify.</i></p>
Monitoring	<ol style="list-style-type: none"> 1. Sustainability. 2. Tree growth & survival. 3. Community involvement & livelihood improvement. 	<p><i>Please answer Yes/No.</i></p> <p><i>If no, please justify.</i></p>
Reporting	Submission of Inception, Interim and Closure report.	<p><i>Please answer Yes/No.</i></p> <p><i>If no, please justify.</i></p>

SECTION 3

Terms and conditions for RFP

Yayasan PETRONAS has the final decision to approve or reject this application. Legal action may be taken should the applying organisation be found to operate illegally within Malaysia or any other country.

The applicant hereby confirms that the information and attached documents provided herein are accurate, correct and complete. I/ We also hereby provide written consent to enable Yayasan PETRONAS to verify all information provided for processing this project application.

The applicant also declares that the applying organisation complies with the eligibility guidelines. It also **DOES NOT** represent any of these and the programme/ initiative for which the application will not be used for the following:-

- i. Individuals (i.e. postgraduates or professional certificate students or others).
- ii. Individual pursuits (i.e. professionals intending to conduct research on their own).
- iii. Employees of PETRONAS Group or its subsidiaries.
- iv. Blacklisted or unregistered organisations.
- v. Political organisations or parties and political linked parties or lobby groups.
- vi. Gambling, alcohol, pornography and tobacco-related organisations.
- vii. Religious organisations and religious causes.
- viii. Fundraising events, commercial events, professional association meetings, forums, trade shows, parties, celebrations, parades, festivals and lotteries.
- ix. Advertising, development or production of books, films, videos, television programmes, or websites/social media
- x. Merchandise promotions, partnerships or advertising

The applicant understands that nothing contained in this application or any other communication made in respect of it between the applicant and Yayasan PETRONAS will constitute an agreement or funding or any kind of support unless the applicant receives a formal contract in writing from Yayasan PETRONAS.

In consideration for assessing this application, the applicant irrevocably agrees that Yayasan PETRONAS shall assume no responsibility for or liability to the applicant or its affiliates in any manner whatsoever and howsoever arising from any submission made by the applicant pursuant to this application.

☐ I have read and agree to Yayasan PETRONAS' terms and conditions (T&Cs) for Request for Proposal (RFP)

SECTION 4

☐ I have read the licensing and procurement under PETRONAS [\[link- Unified Procurement Platform\]](#) for any future registration and payment process under Yayasan PETRONAS.

SECTION 5

Supporting documents required:

NOTE: *Please save the documents for submission in pdf format.*

- ☐ Registration Certificate e.g. from The Registry of Societies Malaysia, Companies Commission of Malaysia and/or MAGIC Registration Certificate (for social enterprises), Ministry of Education/ Higher Education (for academic institutions)
- ☐ Completed and signed Know Your Counterparty (KYC) Questionnaire Form
- ☐ Latest Bank Statement
- ☐ Certified Copy of audited Financial Statement for most recent last three (3) years, including Director's report/ Auditor's report/ Note to the Financial Statements with Disclosure of Commitment & Contingent Liability (if any)
- ☐ Most recent annual report / company profile